

Monterey Park Bruggemeyer Library
APPLICATION FOR USE OF FACILITIES

Please complete the following application and return it to the Reference Desk for the Friends Room or the LAMP Office for the classrooms. Completion of this application is NOT a guarantee that facility use will be granted. This application is subject to approval by the City Librarian. Application Form **MUST** be filed at least **7 DAYS PRIOR TO PROPOSED USE**. All questions must be answered fully and signed and dated or Application is **VOID**.

FILING OF THIS APPLICATION FORM DOES NOT GUARANTEE
THE ISSUANCE OF A USE PERMIT.

Name of Organization(s): _____

Organization's Address: _____
Street City Zip Code

Name/Title of Representative (Print): _____

Business Phone: (____) _____ Home Phone: (____) _____

Representative's Address: _____
Street City Zip Code

Purpose For Which Facility Will Be Used (Must Provide Complete Activity Information)

Facility Requested: **

Requested Date of Use: _____ Friends Room (capacity 100)

From _____ AM/PM* to _____ AM/PM* _____ Large Classroom (capacity 49 – No food)

Total Expected Attendance: _____ Small Classroom (capacity 30 – No food)

***You must allow time for set-up and clean-up. Set-up cannot be before the library opens, and clean-up must be completed and the room vacated 15 minutes before the library closes.**

**** Room must be returned to its original state/set-up before vacating.**

I hereby certify that I, the undersigned, am authorized to act on behalf of the above named organization or group, that I have read and understand the rules and regulations governing the use of the Monterey Park Bruggemeyer Library Meeting Rooms and that the above named organization/group will abide by these rules and regulations. I further certify that the above named organization/group and its officers and members agree to hold the Monterey Park Bruggemeyer Library, its Library Board and employees free and harmless from any obligation, debt, claim or responsibility in connection with said use of the library's facility and for said program/event.

Signature of Representative

Date

For Office Use:

Room is Available: _____ (Initial) Approved: _____ Yes _____ No Date: _____

Security Hold Received _____ Yes _____ No _____

Signature of City Librarian or Designated Representative